

Developing Your Strategy for a *Successful* Federal Job Search

Employment Readiness
Center



Army Community Service
Rock Island Arsenal





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Purpose

To provide to you an overview
of Federal government:
hiring practices,
position hiring
announcements,
methods of applying for
positions

Flow of this Presentation

- Key Themes
- Federal job search sequence
- Federal employment options
- Federal job announcements
- Federal Applications
 - Optional Form 612
 - Federal Résumé
 - Automated Résumé - “RESUMIX”
- Follow-on information and final questions

Please ask
questions as we
go along with this
discussion ...

“Capture the
moment!”

Blend what you hear and see today with all your previous skills and knowledge in career development and job searches.

Trust yourself ... you've made it this far!

Take what you like and use it ... this briefing is *guidance and advice*!

Key themes

- Employers hire the solutions to their problems.
- Federal Job Search has many techniques; start on the web.
- Research and persistence can pay off.
- Find and carefully read the entire federal job announcement.

The Federal Job Search Sequence

Vacancy in a federal organizational chart:

“space without a face”

Requisition to the personnel office

example: Army's North Central Civilian Personnel Operations Center (NC CPOC)

Job Announcement,

including who is
eligible
Your **Application** (variety of
formats)
(possible interview[s])

Job Offer

Federal Employer Groupings

- Postal Service
 - usps.gov
 - Hawkeye Postal District
 - Two sorting centers in the QCA
 - Information (Des Moines) at (515) 251-2061
 - Each community's Post Master
- Civil Service
- Contracting

Federal Civil Service

- Office of Personnel Management
opm.gov
- Appropriated Fund (funded by Congress)
 - General Schedule (GS - salaried)
 - Wage Grade (WG - hourly)
- Non Appropriated Fund (NAF)
 - Morale Welfare and Recreation (MWR)
 - Must generate funds for by offering services (food service, child care, recreation services)

Where is the best
place to hide
something?

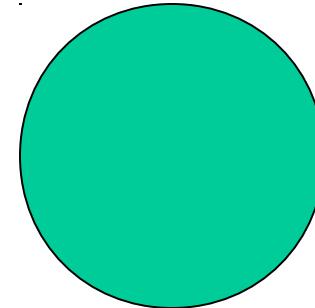
In plain view as
it blends with
everything else !

How many sides
does a circle
have? Outside and
Inside

- Off Arsenal Island
- Use the blue pages in the phone book

- www.usajobs.opm.gov

www.ssa.gov



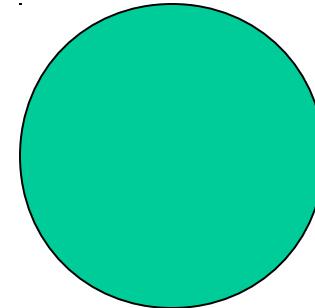
Other Web Sites

- Department of Defense
 - Defense Finance and Accounting Service: dfas.mil
 - Navy civilian personnel
www.donhr.navy.mil
 - Air Force civilian personnel
www.afpc.randolph.af.mil
- Other Federal

How many sides
does a circle
have? Outside and

• Inside

• On Arsenal
Island



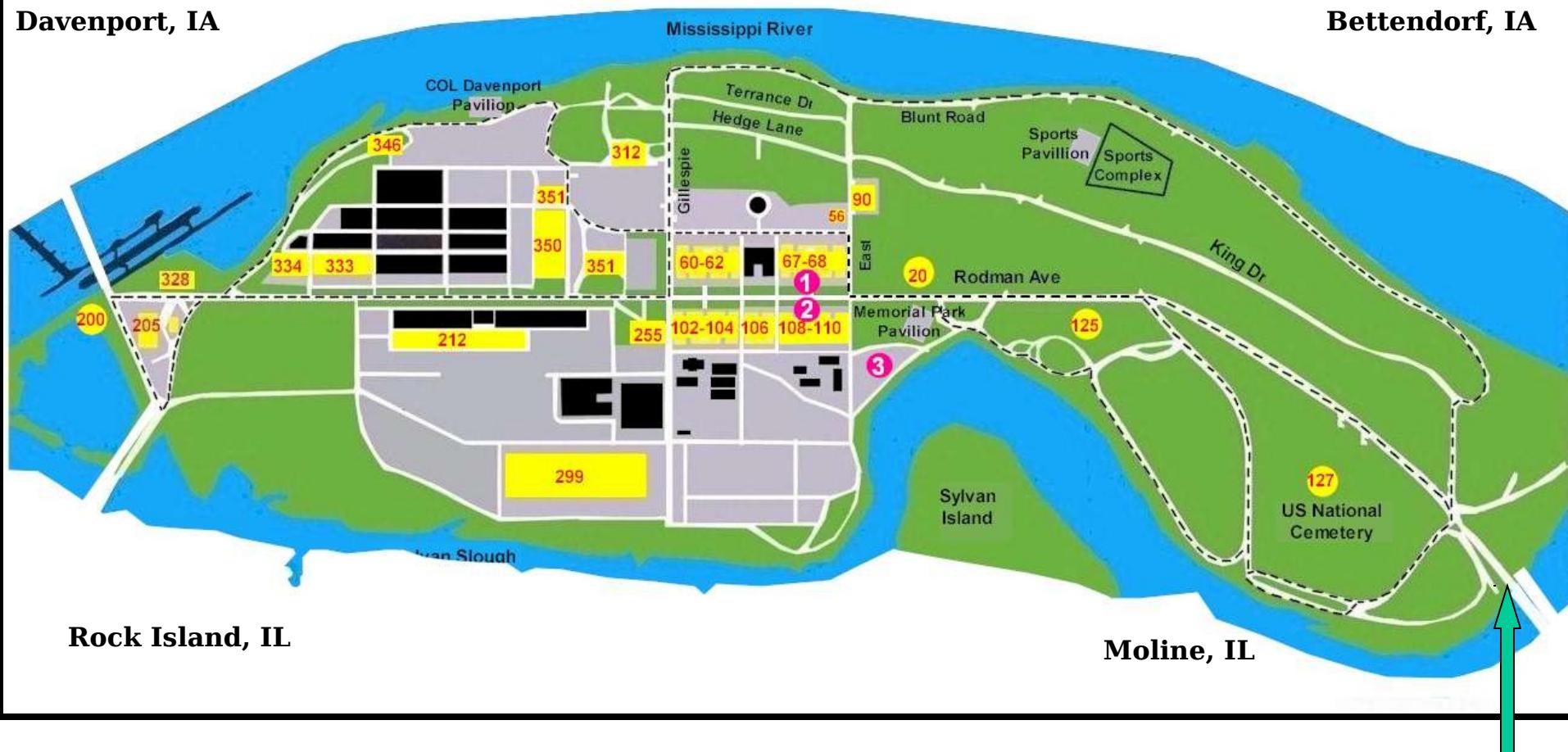


Rock Island Arsenal



Davenport, IA

Bettendorf, IA



See www.riamwr.com for
ACS

**Moline
Gate
For**

Federal Job Announcements

Your ticket to

apply!
Where do

you
find

Research

Rock Island Arsenal is a host for other agencies and *they all hire separately!*



- Army: **cpol.army.mil**
 - North Central Civilian Personnel Operations Center (NC CPOC)
 - Headquarters, Operations Support Command
 - Tank and Automotive Command - Rock Island (TACOM-RI)
 - Soldier Biological and Chemical Command (SBCCOM)
 - Rock Island District, Army Corps of Engineers
 - Army Audit Agency
 - (oh, and...) Rock Island Arsenal
- Army Morale Welfare and Recreation (309) **782-1183**

Job Announcements: the trail

- Appropriated Fund = cpol.army.mil
 - Employment
 - Army Vacancy Announcements
 - Illinois (or another geographic area)
 - sort the matrix by location
- Non Appropriated Fund =
www.riamwr.com
 - Upper Right for Employment

Research continued

Rock Island Arsenal is a host for other agencies and *they all hire separately!*



- Defense Agencies
 - Defense Finance and Accounting Service
www.dfas.mil and see careers by state
 - Commissary www.dla.mil
Bldg 334, west end of the island, (309) 782-4614
 - Post Exchange (AAFES)
Bldg 333, west end of the island, (309) 788-4940
 - Defense Print Plant
 - Defense Reutilization and Marketing Office (DRMO)
Bldg 154, south side of island, (309) 782-1618/1617

Federal Job Announcements

What do they look like?

What do they do for me ?

Type position, where, \$, by when,

“Answer the application, to whom
matters”, responsibilities

Knowledge, Skills, and Abilities
(KSA’s)

Additional required information

“Answer the Mail”

- Employers hire the solutions to their problems!
- They have only one question:
 - Are you good at the skills that will solve their problems?
- Your Answer:
 - Yes, I am good ...
**If it worked back then,
it will work great now.**
Let me tell you about back then ...

IPARS

Results oriented success statements focused on the target audience

- Problem
- Action
- Results
- Statements

Now you try it

Their Problem		Past Tense Verb	Noun (What)	How Much (#)	How Well	Results!
---------------	--	-----------------	-------------	--------------	----------	----------

Driving Drove vans 60,000 safely

Typing _____ miles

Motivated employees Enjoying _____

Success Statements !

Two additional “points to ponder” from you Uncle Jon

#1 Everyone you are competing against is using the same verbs and nouns!

All truck drivers

Drive trucks

All team leaders

Lead

Distinguish yourself with your quantities (#) and how well's (results)!

Problem |

Verb

Noun
(What)

How
Much
(#)

How Well |
Results



Federal Applications

1 Optional Form (OF)

- a 612** Knowledge, Skills, and Abilities (KSA)
statements
- b** Supplemental Information

2 Federal Résumé

a & b above

3 E-mail Résumé

“RESUMIX”

Optional Form (OF)

612

- The Federal Application provided by the Federal Office of Personnel Management (OPM)
- For use by all of the Federal Civil Service
- Available at Personnel

Optional Form (OF)

612

Block(s)

1 - 3: Job Announcement connection • ➔

4 - 7: Your Personal “contact me”
information

8: Paid and Volunteer
Page 2 experience
9: Previous employer

P A R S

10 - 12: Education

13: Any other **job related** information

14 - 17: Other personal information and
signature

Knowledge Skills and Ability (KSA) Statements

Plain paper, one page per question

Heading:

**Name
Number**

Announcement

SSN

Date

#_. Ability to communicate orally and in writing.

[“Answer the mail” like in an interview]



Supplemental Information

Whatever is requested in
the

Examples. Job Announcement

**Veteran's preferences and
certifications**

**DD 214 or VA disability ratings
(SF-15)**

Licenses

Transcripts

Federal Résumé

Provided for by OPM

Your “OF 612” on plain paper =
answers the exact same
questions

Unique from private sector
More than two pages
Statement and signature
Non - consecutive, but related job history

Social Security Number
Boss references and salary history



Automated Résumé

New for Department of Defense

Definitions between

Navy

Air

The Army's 9+ Civilian Personnel
Force
Region focus today is on:

North Central
Civilian Personnel
Operations Center (NC CPOC)

North Central Civilian Personnel Operations Center (NC CPOC)

8 1/2 state region including Illinois and Iowa

Building 102, 1st Floor, Rock Island

Arsenal

Centrally manage hiring campaigns, job announcements and applicant's nominations

cpol.army.mil

1-888-253-1842

(309) 782 - 4197

RESUMIX Format

@@@@@@@ @@@@ @@@@

Name

Address

Phone number

SSN without the dashes - nine numbers

Source code: EXTERNAL

Experience

Education

Specialized Training

Licenses and Certificates

PARS



RESUMIX

Nicknamed after the résumé reading software from the RESUMIX Company in San Jose, CA www.resumix.com

3 - step process

- 1 Database a** properly formatted résumé at the NC CPOC (e-mail preferred; mail or deliver paper accepted)
- 2 Find an Army RESUMIX Job Announcement**
- 3 Self-Nominate** yourself

RESUMIX

Why do I care?

What is in this for me?

Why this different style?

You can database one résumé
and re-use it for multiple
announcements and self-
nominations ...
as long as it has

PARS

RESUMIX Application Kit

- cpol.army.mil
- Links
- Regional Home Pages
- North Central
- Employment Information
- RESUMIX
- Employee Application Kit
(external)

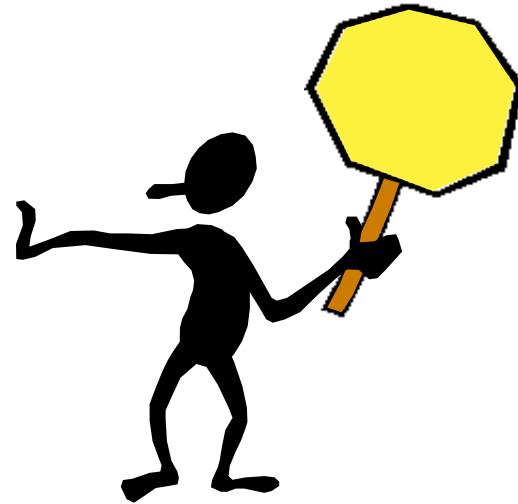
You want to play?

You gotta pay ...

... and the
price of
admission is
a résumé !

STOP !
My No More !
hair hurts !

Questions ?



Job Search Objective

Job  Title; 4-digit Fed Job Series

Location Federal agency, what city or geographic area

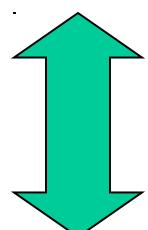
n

Money What are you worth

Total

Compensation

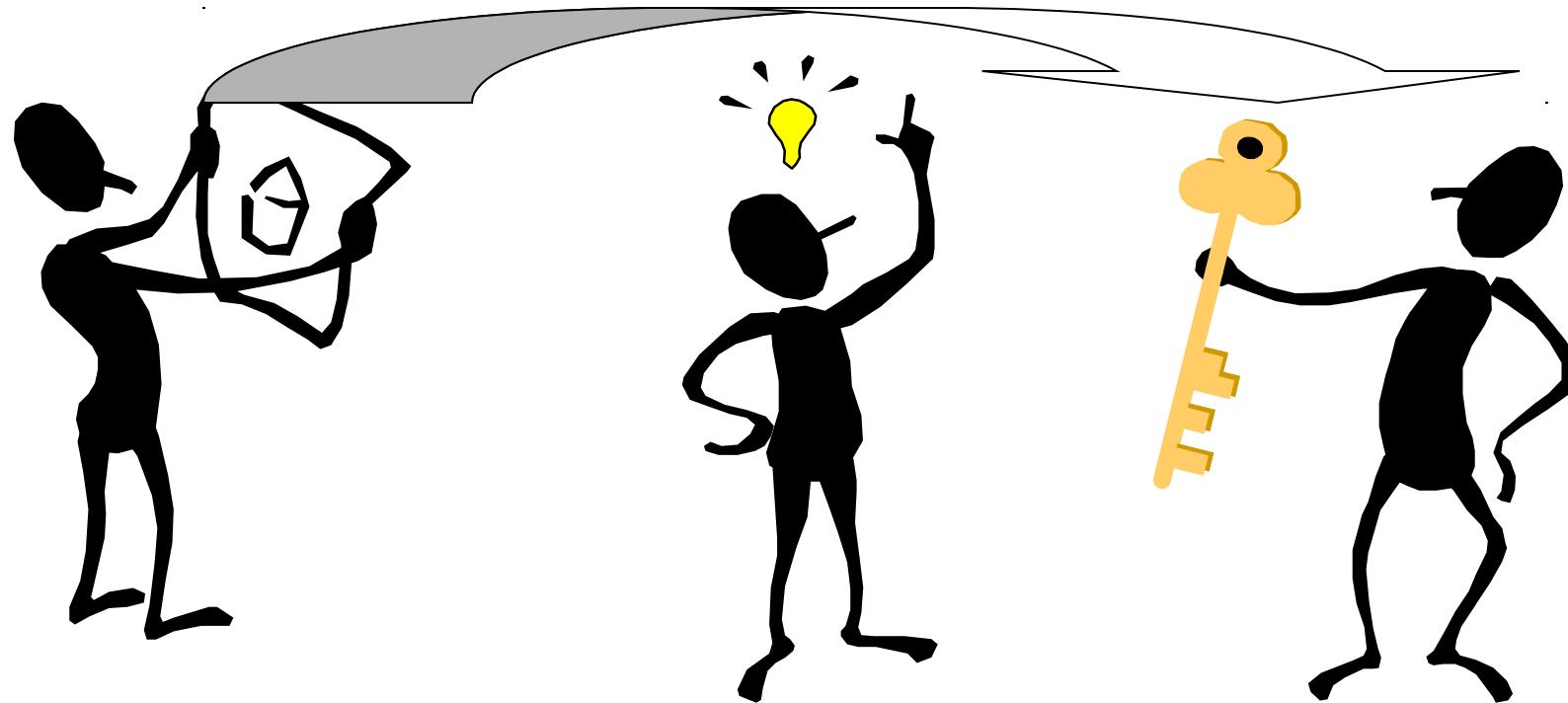
Package



Willing to start at

General Schedule (GS):
Salary

Your Job Search



Your Objective

Job

Location

Money

People who can give you information and contacts

Person (or team) who has the power to hire you for your job, location, and \$

The Hiring Decision - A Manager's Viewpoint

- They will hire (select, retain, promote, reward, school) the solutions to *their* problems.
- So, they have really only one question:
 - “Are you **good at the skills** that will solve their problems?”



Federal Employer's generic problems: Their Dots ● ● ●

Meet our goals? **CAN** you do the job?

Get money for our Do you **WANT TO?**
agency? Do we **FIT** each other?

Save Resources? Are you the
(people, time, money, things) **SOLUTION**

Care for our customers? to *our* problems?

Team work?

The Hiring Decision - A Manager's Viewpoint

No one knows the future. Therefore, they need a predictor, an indicator . . .

The best indicator as to your future worth to any organization is your past success in solving problems like theirs . . .

. . . in other words, what have you done in the past to solve problems like their current problems, and

were you any good at solving them?

Help them **CONNECT THE DOTS** • → •

“It worked back then - it will work now!”

Link your
past
successes ...
if it
worked
back then

...



...to the
employer's
current needs
...it will
work
great
now!"

Click You're hired!

Skill Types

CONNECT THE DOTS • → •
your skills to their problems

Job Specific: directly related to the tasks for the position

Transferable: related to the task, done something "like" it

Self-Management: get to work on time, like to learn new skills

IPARS

Results oriented success statements focused on the target audience

- Problem
- Action
- Results □
- Statements

Try it yourself- be a Hiring Manager

- If you owned a trucking company ...
- and were interviewing new drivers ...
- who would you pick from these 3 candidates?
 - #1: I type 25 wpm and do exact inventories.
 - #2: I've driven big trucks for 7 years.
 - #3: I've driven big trucks for 18 months. I have a safe driving certificate for 50,000 accident free miles, and received a bonus last month for 10 perfect, on-time deliveries.

The ☐ P A R S ☐ reasoning

Answer the decision maker's one question:

Q: "Are you good at the skills
that will solve our problems?"

A: "Yes. If it worked back
then, it will work great now!"

Ta-DAH! You are selected!

Research

www.cpol.army.mil

Regional Homepages

North Central Civilian Personnel
Operations Center N C CPOC

Job Application Kits and instructions
for Electronic Résumés “RESUMIX”

D and pages 12 -14

Research

Rock Island District
Corps of Engineers

(309) 794-5700 for referral to other
lines

North Central Civilian Personnel
Operations Center N C CPOC

(309) 782-4197 1-888-253-1842

Don't forget to self nominate yourself with

the RESUMIX

- Self-nomination
 - Name
 - SSN
 - Phone number
 - Job Announcement Number
- E-mail:SELF-NOM@cpocria.army.mil
- Phone and leave message
 - 1-888-547-4027
 - (309) 782-3791

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Research

cpol.army.mil

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